Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_ Class\_\_\_\_\_\_\_\_\_\_

Teenbiz Checklist

* Responded to e-mail
* Spell checked e-mail and proofread for capitalization and grammar issues before sending

Time I started reading article \_\_\_\_\_\_\_\_\_

* Summarized at least half of the paragraphs

Time I finished reading article \_\_\_\_\_\_\_\_\_

* Completed *Activity*

Score on *Activity* \_\_\_\_\_\_\_\_\_\_\_

Time I started *Thought Question* \_\_\_\_\_\_\_\_\_\_

* Clicked “*Include in Answer”*

This is what I need to include in *Thought Question*:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Spell checked *Thought Question*
* Proofread my *Thought Question* for grammar and capitalization issues

Time I finished and posted *Thought Question* \_\_\_\_\_\_\_\_\_\_\_

* Answered *Poll Question*
* Completed *Math Activity*

Time I finished my Teenbiz article requirements \_\_\_\_\_\_\_\_\_\_\_\_